



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: DECEMBER 30, 2015

CLOSING DATE: JANUARY 14, 2016

TITLE: CORRECTIONS COUNSELOR

GRADE: P-I

DEPARTMENT: CORRECTIONS

BARGAINING UNIT: N/A

ENTRY RATE: \$14.53/hour, \$28,334/year

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

Under general supervision performs counseling services and devises treatment objectives for residents of the Erie County Prison. The position is responsible for the case management of inmates, to include ensuring their eligibility for release from confinement.

DUTIES & RESPONSIBILITIES:

Classifies all newly committed male inmates within 72 hours of admission to determine security, medical, mental health and victimization needs. Interviews inmates and participates in diagnostic conferences and treatment activities, making recommendations from case histories and providing the appropriate professional knowledge. Performs individualized inmate counseling. Assists and participates in initial and continuous treatment programs. Writes parole and/or work release recommendations. Contacts referral agencies. Conducts individual or groups counseling sessions. Attends inmate discipline committee sessions. Contacts inmates families. Other duties as required.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

Working knowledge and understanding of basic human needs, problem behavior, and social conditions relevant to criminality. Ability to prepare and write concise case histories and progress reports on case study with the ability to reach sound judgments on the basis of such information. Ability to gain the confidence and cooperation of others. Ability to communicate effectively.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

Bachelor's degree with major in sociology, psychology, criminal justice, or a closely related field.

STATEMENT OF EMPLOYEE BENEFITS**Average Annual Benefits & Pension Value for:****Non-Bargaining Grade P:**

Single Coverage

Dependent Coverage

\$10,615.00

\$22,170.00

*Average paid holidays annually – 14 days

*Average paid vacation for 1st year – 6 days

*Average paid personal days annually – 5 days

*Holidays may vary by bargaining unit